

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT
HUMAN RESOURCES OFFICE
APO AE 09096**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: E-15-98

OPENING DATE: 03 JUNE 1998

CLOSING DATE: 16 JUNE 1998

POSITION: ENGINEERING TECHNICIAN, GS-802-5 (TEMPORARY NTE 1 YEAR) (2 POSITIONS)

SALARY: \$19,969 - \$25,963 PER ANNUM

**LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, INSTALLATION
SUPPORT BRANCH, WIESBADEN, GERMANY**

POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715

**AREA OF CONSIDERATION: ALL U.S. CITIZEN CIVILIANS IN THE WIESBADEN
COMMUTING AREA.**

SUMMARY OF DUTIES: Participates in site visits conducted by experienced project manager. Site visits involve both customer and contractor and are intended to define the project, identify method of construction, and identify potential problems and conflicts. May prepare the draft memoranda for record for signature by the project manager to document the conclusions reached during these visits. Prepares draft scopes of work at the direction of the supervisor or project manager along with required sketches. Prepares for the Contracting Officer/Ordering Officer's signature the Request for Proposal to Contractor for each project, identifying the requirements for the contractor's proposal such as construction performance time, requirement for as-built drawing, approval of submittals, etc. May be called upon to prepare portions of the Independent Government Estimate (IGE) for projects to be constructed using JOC. May participate in negotiations with the contractor as technical expert on portions of estimate prepared by incumbent. Prepares delivery order document package along with DA 1155 for review and approval by the Contracting Officer. Participates in QA visits for delivery orders which are constructed by the DEH Support Section. Performs on-site surveillance visits and prepares inspections reports documenting visits. Participates in the development of all documentation necessary to prepare modifications to delivery orders. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS: One (1) year of specialized experience which is at least equivalent to GS-4 in the Federal service. Specialized experience is defined as experience in the occupation of the position to be filled, in a related occupation, or in one of the specialized areas within that occupation which has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position.

SUPPLEMENTAL EXPERIENCE STATEMENT: It is mandatory that the applicant address the knowledge, skills, and abilities (KSA's) which are listed below. Applicants are encouraged to use separate sheet of plain paper to describe their experience, education, and training which demonstrates possession of the knowledge, skills, and abilities required for successful performance of the duties of this position. The applicant's supplemental experience statement is not used to determine minimum qualification requirements.

1. Ability to perform construction inspection and quality assurance.
2. Ability to use a computer and knowledge of computer software.
3. Ability to deal effectively with all levels of personnel within the Federal service and private sector.
4. Ability to interpret basic architectural plans and specifications.

REPROMOTION CONSIDERATION: DOD candidates who have been demoted from this or a higher grade without personal cause will be given consideration for repromotion to position. Candidate who believe they are entitled to such consideration should forward a description of the circumstances with their application. Consideration of candidates for repromotion will precede efforts to fill the position by competitive procedures.

All MALE applicants born after December 31, 1959 who are between the ages of 18 and 26 are required to complete a certification document to confirm their Selective Service registration status. If this applicable to you, please contact this office for appropriate form.

HOW TO APPLY: Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) On plain paper, please describe any training, education, work experience, or other activities which demonstrate the degree to which you possess each KSA. Please sign and date each supplemental sheet. Providing this information is mandatory. Failure to provide will result in no further consideration.

(3) SUPERVISORY EVALUATION JOB RELATED FACTORS: This form is designed to elicit specific rating from your supervisor on the highly qualifying criteria. You MUST submit this appraisal in order to be considered. Exceptions will be made for applicants not currently employed or applicants who do not have a supervisor available to complete a rating. In such cases, applicants MUST submit an explanation for the lack of an appraisal.

(4) OPM Form 79-2, (Background Survey Questionnaire) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(5) SF-50, Notification of Personnel Action, if you are not employed by this activity. This is used as proof of status of current or last appointment and MUST be submitted.

(6) Most recent annual Employee Performance Appraisal.

EQUAL EMPLOYMENT OPPORTUNITY: Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

PRIVACY ACT REQUIREMENTS (P.L. 93-579): The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, ROOM 700, AMELIA EARHART OFFICE CENTER, KONRAD ADENAUER RING 39, WIESBADEN, GERMANY, IN SUFFICIENT TIME TO REACH THIS OFFICE NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.

SUPERVISORY EVALUATION JOB RELATED FACTORS

SUBMISSION OF THE SUPERVISORY EVALUATION OF JOB/RELATED FACTORS IS REQUIRED FOR CURRENT FEDERAL EMPLOYEES APPLYING FOR PROMOTION OPPORTUNITY. (Employees who have relocated and cannot meet this requirement must indicate so below.)

METHOD OF EVALUATION: Applicants first will be evaluated to assure that they meet minimum qualifications eligibility requirements established by OPM, and that they satisfy any selective factors or conditions of employment required in the job. Applicants who meet all the requirements will be evaluated further in terms of job related knowledge, skills, and abilities, to determine the best qualified candidates for referral to the selecting supervisor.

PLEASE CIRCLE APPROPRIATE NUMBER TO INDICATE LEVEL OF PERFORMANCE

4 = Superior 3 = Highly Successful 2 = Fully Successful 1 = Marginal 0 = Unable to Appraise

EVALUATION FACTORS:

LEVEL OF PERFORMANCE:

- | | | | | | |
|---|----------|----------|----------|----------|----------|
| 1. Ability to perform construction inspection
And quality assurance. | 4 | 3 | 2 | 1 | 0 |
| 2. Ability to use a computer and knowledge of
Computer software. | 4 | 3 | 2 | 1 | 0 |
| 3. Ability to deal effectively with all levels of
Personnel within the Federal service and private
Sector. | 4 | 3 | 2 | 1 | 0 |
| 4. Ability to interpret basic architectural plans
And specifications. | 4 | 3 | 2 | 1 | 0 |

SUPERVISOR'S SIGNATURE

DATE

I CERTIFY THAT MY MOST RECENT PERFORMANCE APPRAISAL IS AT LEAST SUCCESSFUL.

APPLICANT'S PRINTED NAME AND SIGNATURE DATE